

EDGEFIELD COUNTY

EMPLOYEE SUGGESTION PROGRAM

A. ELIGIBILITY

All employees, including part-time and temporary employees, excluding the County Administrator are eligible.

B. PURPOSE OF THE SUGGESTION POLICY

The purpose of the Employee Suggestion Program is to provide an organized method by which employees may submit constructive ideas beyond the normal expectancy of their assigned duties and responsibilities, which can have an effect on the following objectives:

1. Increase operating efficiency.
2. Result in savings of money, time, labor or materials.
3. Provide safer and healthier working conditions than currently established by existing County policies and procedures.
4. Improve employee-employer relations.
5. Improve public relations.
6. Improve existing levels of public service outside of normal duties.
7. Provide a new County revenue source, which requires compliance with state laws and approval of County Council.

C. RESPONSIBILITY OF THE SUGGESTION REVIEW COMMITTEE (SRC)

1. Suggestion Review Committee (SRC) members are eligible to submit suggestions, but will not be eligible for any monetary award. The SRC will be composed of the Council Chair, Vice- Chair and County Administrator.
2. Evaluate each suggestion and determine if the suggestion meets the criteria established for a suggestion and receipt of an award.
3. Approve or reject each suggestion based on the established criteria.
4. Recommend monetary awards for all suggestions approved based on the established criteria.

5. Process all suggestions within sixty-(60) days unless the suggestion requires additional research.
6. Submit all SRC approved suggestions to County Council for final approval.
7. Notify the submitter as soon as possible that the submission has been accepted or rejected.

D. CRITERIA FOR ACCEPTING OR REJECTING SUGGESTIONS

1. The Suggestion Form must be completed showing all calculations and/or supporting information used to evaluate the proposed benefits.
2. A suggestion shall include the title, an overview, description, method of implementation and analysis of projected benefits.
3. The suggestion must comply with the criteria outlined under the “Purpose of the Suggestion Policy”.
4. Employees are prohibited from submitting an idea from another County employee who is eligible to participate.
5. The suggestion benefits must outweigh the costs of implementation and operation.
6. Any suggestion of merit, but not feasible to implement will be evaluated by the SRC and forwarded to the appropriate Department Manager for discussion with the Employee.
7. A suggestion will be rejected by the SRC if:
 - a. the benefits are contained in previously established County policies and procedures or programs or concepts developed by other entities such as the South Carolina Association of Counties; or
 - b. previously submitted and awarded; or
 - c. an employee attempts to discuss a suggestion with any SRC member or attempts to influence the evaluation and final decision made by the committee; or
 - d. the submission fails to meet any of the criteria under Section B; or

8. The decision to accept or reject the suggestion must have a majority vote of a quorum of the SRC before presentation to the County Council.

E. CRITERIA FOR SUGGESTION AWARDS

1. The recipient of the award will be the employee(s) who signed the Suggestion Form.
2. Awards will be subject to the following criteria:
 - a. The award for implemented suggestions will equal ten percent (10 %) of the one-year savings or one hundred dollars \$100.00, whichever is greater. In no event shall the total award exceed one thousand dollars (\$1,000.00).
 - b. Upon approval of the suggestion by the Council, the employee will receive twenty-five percent (25%) of the award not to exceed five hundred dollars (\$250.00).
 - c. The Employee shall receive the balance of the award no less than one (1) year and no more than two (2) years after implementation of the suggestion and upon documentation of the actual cost-savings.
 - e. The recipient shall continue to be a County employee to receive the remainder of reward.
3. Approved safety suggestions will be awarded a \$25 check.

F. Applicability to Officials appointed by the Governor or Legislative Delegation and Elected Officials

1. Officials appointed by the Governor or Legislative Delegation and Elected Officials have the option of either:
 - a. adopting this Employee Suggestion Program; or
 - b. establishing an Employee Suggestion Program acceptable to the County Council.
2. Officials appointed by the Governor or the Legislative Delegation and Elected Officials may decide at any time to rescind the Employee Suggestion Program and establish policies governing the Appointed or Elected Official personnel's suggestion program.
3. Written copies of adoptions, rescissions or alternative policies and amendments shall be on file with the Clerk to Council within forty-five (45) days of adoption of this Program.